

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 4 October 1950

FROM : Chief, Supply Branch

SUBJECT: Monthly Report - September 1950

1. Attached hereto are work progress reports covering the Procurement, Contract and Storage and Issue Sections, Supply Branch.

2. During the past month a working procedure relative to the processing of requisitions for books, inclusive of procurement and receiving of such material has been accomplished, and concurred in by the Chief, Cataloging Branch, CIA Library, and this office. One major improvement has been the transfer of receiving functions for such items from the Storage and Issue Section to the CIA Library.

3. A memorandum is in process of being prepared covering various items which have been difficult to obtain due to the present national emergency. Recommendations covering this matter will be contained in said memorandum and forwarded to your office at an early date.

25X1A6a

4. A revised disaster plan for the [REDACTED] Warehouse area was completed during the month of September with copies being forwarded to your office and the Physical Security Branch.

25X1A6a

5. No action has been taken by Physical Security Branch to comply with request of this office to conduct a physical security inspection of the [REDACTED] Warehouse area. This office will follow-up regards this matter.

6. Since the last complete physical inventory and audit of office supplies contained in stock, this office has conducted several spot inventories which revealed the majority of items being in agreement with quantities reflected on stock cards. Results thereof, indicate considerable achievements in the internal operations of this supply account.

7. The proposed CIA catalog has been completed as follows:

Section covering office equipment and furniture	- 100% complete
Section covering office supplies	- 30% "

It is contemplated the final draft will be available for review by your office within a period of 3-4 weeks.

8. A requirements program covering matters to be accomplished by Supply Branch will be available for your review within 3 days.

[REDACTED]

RECORDED

VOLUME:

Procurement Section

1. Requisitions

25X1A1a

Total number received.....	
Pending bids, clearances, etc.....	
Held without action.....	
Total number of requisitions completed.....	

2. Purchase Orders

Prepared and issued.....	
Total amount expended.....	
Printing and Binding Estimates.....	
Petty Cash expenditures.....	
Total expenditures.....	

Contract Section

1. Contracts completed

Supply.....	8✓
Service.....	3✓
Lease.....	0

2. Amendments to contracts completed

Supply.....	0
Service.....	4✓
Lease.....	0

3. Contracts pending

Supply.....	0
Service.....	4
Lease.....	1

4. Amendments to contracts pending

Supply.....	0
Service.....	0
Lease.....	0

5. PBS Agreements completed

Supply.....	0
Service.....	0
Lease.....	1✓

6. Invitations to Bid pending..... 3

7. Total authorized obligations.....

Storage and Issue Section

1. Requisitions

25X1A1a

Received during month.....
Completed.....
Pending.....

Account No. 2 - Office Supplies.....
Account No. 3 - Office Equipment.....
Account No. 5 - Medical Supply Account.....
Account No. 6 - General Supplies.....
Account No. 8 - Surplus Property Account.....

2. Cargo and domestic shipments

Requests.....
Shipments accomplished.....
Total weight shipped.....
Total number of cases shipped.....

3. Miscellaneous

Moving and relocation of equipment in CIA buildings:
Number of job orders.....
Man hours required.....

4. Identification control records

Postings to records.....
Inventories processed.....

5. Typewriter Maintenance and Repairs

Requisitions received during month.....
Requisitions completed during month.....
Requisitions on hand.....
Overhaul and shop work.....
Service calls.....
Total number of machines repaired.....
Estimated dollar value of all work.....

6. Furniture repairs

Service calls.....
Shop repairs.....
Estimated dollar value of work.....

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 6 September 1950

FROM : Chief, Supply Branch

SUBJECT: Monthly Report - August 1950

1. During the past month this office established an additional procedure whereby the Storage and Issue Section will effect repairs, where feasible, to all Time and Date Machines within CIA. By this means, a considerable monetary savings will be effected.
2. In the future, as discussed during an inspection with you, the Storage and Issue Section will refinish, where needed, all desk trays and other items of equipment contained in stock for reissue purposes.
3. As a result of a stock status report covering reproduction items contained in stock, action has been taken to effect disposal of inactive and unserviceable items.
4. Unserviceable filing equipment which, based upon a review of stock cards, is considered as inactive is in the process of being disposed of as excess to agency needs. Disposal of such items at this time will provide additional storage space for other critical items of supply.
5. Action will be taken beginning 11 September 1950 to effect completion of draft covering the agency supplies and equipment catalog.



25X1A9a

VOLUME:

Procurement Section:

1. Requisitions

25X1A1a

Total number received.....
Pending bids, clearances, etc.....
Held without action.....
Total number of requisitions completed.....

2. Purchase Orders

Prepared and issued.....
Total amount expended.....
Printing & Binding Estimates and Petty Cash.....
Total Expenditures.....

Contract Section:

1. Contracts completed

Supply..... 5
Service..... 6
Lease..... 0

2. Amendments to contracts completed

Supply..... 0
Service..... 2
Lease..... 1

3. Contracts Pending

Supply..... 5
Service..... 5
Lease..... 1

4. Amendments to contracts pending

Supply..... 0
Service..... 4
Lease..... 0

5. PBS Agreements completed

Supply..... 1
Service..... 1

6. Invitations to Bid pending..... 5

7. Total authorized obligations.....

Storage and Issue Section:

25X1A1a

1. Requisitions

Received during month.....
Completed.....
Pending.....

Account No. 2 - Office Supplies.....
Account No. 3 - Office Equipment.....
Account No. 5 - Medical Supply Account.....
Account No. 6 - General Supplies.....
Account No. 8 - Surplus Property Account.....

2. Cargo and domestic shipments

Requests.....
Shipments accomplished.....
Total weight shipped.....
Total number of cases shipped.....

3. Miscellaneous

Moving and relocation of equipment in CIA buildings:
Number of job orders.....
Man hours required.....

4. Identification control records

Postings to records.....
Inventories processed.....

5. Typewriter Maintenance and Repairs

Requisitions received during month.....
Requisitions completed during month.....
Requisitions on hand.....
Overhaul and shop work.....
Service calls.....
Total number of machines repaired.....
Estimated dollar value of all work.....

6. Furniture Repairs

Service calls.....
Shop repairs.....
Estimated dollar value.....

Chief, Supply Branch

7 September 1950

Chief, Services Division

Attached Report for Management Staff

1. Subject report for August which was submitted for signature of the Chief, Services Division, is returned herewith for correction as follows:

- a. The figures given under No. of Requisitions for Stock (1296) and for Procurement (569), according to your Monthly Progress Report for August, represent the number of requisitions received rather than the number submitted.
 - b. The number of pounds of cargo shipped (43,725) as shown in the attached memorandum does not coincide with the figure given in your Monthly Progress Report (43,735); one is apparently incorrect.
2. Request that the attached memorandum be corrected and returned and that in the future, such reports be checked for accuracy prior to submission for signature.



Att.

25X1A9a

MEW:vm

cc: MIM chrono
Mgt. Rept. file
Monthly Rept. file ✓
Supply Br. file
Directive file

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 9 August 1950

FROM : Chief, Supply Branch

SUBJECT: Monthly Report - July, 1950

1. During the past month this office has forwarded to your office several internal operating procedures, for approval, namely:

- a. Typewriter Repair Procedure which outlines the mechanics involved in processing requests for typewriter repairs by the Appliance and Maintenance Unit, Storage & Issue Section.
- b. Stock Replenishment Procedure which covers the method of replenishing stock for special items in storage for OCD, [REDACTED] and Reproduction Branch; inclusive of replenishing stock of Agency Forms (Standard and CIA) and other standard stock items.

FOIAb3b1

Further guidance will be provided personnel within units of the Storage and Issue Section upon establishing the above mentioned procedures during the ensuing month.

- 2. The Cargo Shipping Procedure has, since its establishment during the past month, proven adequate for the operations of this activity.
- 3. A duplication of records utilized by the Warehouse Unit, Storage and Issue Section for receiving purposes will be discontinued as approved by your office. A revision of the present purchase order filing system maintained by this activity will be accomplished during the ensuing month which will provide more efficiency in the operations of the unit concerned.



25X1A9a

Volume:

Procurement Section:

1. Requisitions

25X1A1a

Total number received.....
Pending bids, clearances, etc.....
Held without action.....
Total number of requisitions completed.....

2. Purchase orders

Prepared and issued.....
Total amount expended.....
Printing & Binding Estimates and Petty Cash.
Total Expenditures.....

Contract Section:

1. Contracts completed

Supply..... 0
Service..... 2
Lease..... 0

2. Amendments to contracts completed

Supply..... 0
*Service... (Renewals)..... 32 June
*Lease 4 renewals & 1 supplement 5 "

3. Contracts Pending

Supply..... 0
Service..... 11
Lease..... 1

4. Amendments to contracts pending

Supply..... 0
Service Renewals..... 1
Lease..... 1

5. PBS Agreements completed

Supply..... 1
*Service - Renewals..... 11 June
*Lease - Renewals..... 22 "

6. Total authorized obligations....

* Completed prior to July 1950 but encumbrance effected after beginning of 1951 fiscal year.

Storage and Issue Section:

1. Requisitions

25X1A1a

Received during month.....
Completed.....
Pending.....

Account No. 2 - Office Supplies.....
Account No. 3 - Office Equipment.....
Account No. 5 - Medical Supply Account.....
Account No. 6 - General Supplies.....
Account No. 8 - Surplus Property Account.....

2. Cargo and domestic shipments

Requests.....
Shipments accomplished.....
Total weight shipped.....
Total number of cases shipped.....

3. Miscellaneous

Moving and relocation of equipment in CIA buildings:
Number of job orders.....
Man hours required.....

4. Identification control records

Postings to records.....
Inventories processed.....

5. Typewriter Maintenance and repairs

Requisitions received during month.....
Requisitions completed during month.....
Requisitions on hand.....
Overhaul and shop work.....
Service calls.....
Total number of machines repaired.....
Estimated dollar value of all work.....

6. Furniture repairs

Service calls.....
Shop repairs.....
Estimated dollar value.....